



CHILD CARE COVID-19 PROCEDURES

(Developed as per Provincial Health/CDC
and Licensing guidelines)

During the COVID-19 global pandemic, we have continued to remain open and operating to ensure child care is available to those who need it and, in particular, to families of essential service workers. On more than one occasion, Dr. Bonnie Henry has confirmed and encouraged child care centres to remain open wherever possible and we continue to follow her direction.

We have been doing all that we can to ensure that children are safe at all of BACI's child care centres. For example, while we have always had a policy stating that any children or employees who are sick are not to attend the centres, we have been more vigilant regarding this since the start of the pandemic in March 2020. We have also implemented enhanced cleaning protocols and have focused even more on regular hand washing. We believe that remaining diligent in these areas will continue to ensure a healthy and safe environment for all of the children.

Our new procedures and protocols have been reviewed and updated regularly, based on updated guidelines provided by Provincial Health, the CDC, Fraser Health Licensing, and the Burnaby School District. (You can review information relating to COVID-19 from the Health Authorities and CDC at:

- <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety>
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-and-children>

BACI will continue to diligently follow – and update – all protocols and procedures as we navigate the pandemic together. We will also ensure that all parents understand and agree to the additional requirements noted below.

The health and safety standards related to COVID are constantly changing and we're doing our very best to respond and revise our practices as needed.

****Out of an abundance of care and caution, BACI will implement health and safety practices that may exceed the requirements of BC Provincial Health.**

Provision of Care

BACI's over and under 3 child care centres will continue to be open from 7:30am to 5:30pm, and BACI's Out of School Care Centres will be open from 7:00am to 9:00am and 2:00pm to 6:00pm.

Provision of Care During Employee Illness

As per BACI's procedures, employees are required to stay home when exhibiting illness symptoms and can return to work when symptom free (without the use of medication), and once they have been cleared by BACI's Human Resources Department.

While BACI has casual employees available to cover staff in the event of illness, should there be an outbreak or exposure that affects a large portion of the staff, BACI may have to consider options such as closing the centre for a brief time. Families would be provided with as much notice as possible in this event.

Please note: Our staff are required to wear a medical mask at all times when they are in the child care centre. We would ask that you support your children to understand that staff wearing masks does not mean someone is sick, but rather that it reflects an additional measure that helps to keep everyone safe.

Illness and Attendance

Children may not attend any of BACI's child care centres if they exhibit any symptoms of common cold, influenza, or COVID-19. Each day, families will be required to review our COVID Daily Health Check Form and sign off, attesting that none of the symptoms or risk factors are present. Where any of the questions are answered "Yes," the child will not be able to attend the centre that day. The child can return to the centre when symptom free (without the use of medication) for either 24 or 48 hours, depending on the symptom (see table on p.4). We understand that this is a higher standard than currently directed by BC Provincial Health but believe that with an abundance of care and caution, we can better ensure the health and safety of the children and families we serve. (Please note: This timeframe does not apply to people who have been directed (ie by Government of Canada re: International Travel) to isolate for a longer period.)

On arrival at a centre, children will have their temperature taken, together with the parent and educator, **at the sign-in table**. If the child has a temperature, they must be taken home and can only return to the centre when no symptoms are present for 48 hours (without the use of medication), as outlined in the table below.

If a child develops symptoms while at a child care centre, the child will be immediately taken to a designated isolation space where they will be cared for by one employee until they are picked up. Please note that our employees will be wearing PPE's at all times while caring for an ill child, which includes wearing a face mask.

If called to pick up your child due to illness, please pick up your child as soon as possible – preferably within 1 hour. If your child has one or more symptoms, you should contact 811 for further direction. To safeguard the health and safety of us all, we expect everyone to be honest and transparent in the reporting of health/illness of their children and other family members. If your child is tested for COVID-19, please inform the centre supervisor as soon as possible.

Please see the table below for more detailed information:

SITUATION:	MAY RETURN WHEN...
Child has one or more of the following symptoms: Shortness of breath, Cough or sore throat, Loss or change of sense of smell or taste, Headache or body aches, Extreme fatigue or tiredness, Runny nose, stuffy nose or sneezing, Loss of appetite	Child can return to the child care centre when symptom free for 24 hours, without the use of medication.
Fever higher than 38C, Nausea, vomiting or diarrhea	Child can return to the child care centre when symptom free for 48 hours, without the use of medication.
Child or anyone in their home has returned from travel outside of Canada	Child must comply with current Government of Canada Travel Guidelines.
Child or anyone in their household is a confirmed contact of a person who has COVID-19	Child can attend the child care centre as long as they are symptom free, without the use of medication. Must self-monitor, as directed by Provincial Health.
Child has been directed to isolate	Child can return to the child care centre after the end of the isolation period and when symptom free, without the use of medication.

Please note: The timelines listed above are *minimum* timelines, provided the child is symptom free, without the use of medication. We recognize that these timelines are slightly different than our past practice and they must be followed until further notice. If the child continues to have symptoms, they will not be allowed to return until they are symptom free, without the use of medication.

Please also note: *There are no exceptions to this illness policy and this policy will remain in place indefinitely.*

Additionally, our regular practice around illness will stay in effect, so children may not attend child care programs while they have any of the following illnesses:

- Eye infections
- Unexplained rashes *or* any rash that is not confirmed by a doctor to be non-contagious
- Known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc.)
- Lice
- Worms

Please note that monthly fees are not refunded or reduced due to illness or absence.

Withdrawal

Attending: Child attends as per registration. Monthly fees are paid as per usual.

Permanent Withdrawal: Our regular Permanent Withdrawal Policy applies. Two calendar months' notice is to be provided on or before the 1st of the month. Failure to provide the required amount of notice will result in forfeiture of the deposit.

Drop-off & Pick-up

****As per new guidelines, only one person per family can be present during drop-off or pick-up. Family members must wear a mask when dropping off and picking up their child. Drop-off and pick-up occur at the designated area. Family members are not permitted in the centre****

Drop-off and pick-up procedures for the centres are as follows:

Brentwood Park Plus:

Drop-off and pick-up is at the main entrance. The door is locked and parents are not allowed into the building, so please ring the bell when you arrive. Parents are to physically distance while waiting outside and to wear a mask. Staff will check the child's temperature, and parents are required to complete the Daily Health Check form prior to the child entering the centre.

Fairhaven - Under 3 Program:

Parents will enter through the main gate to the centre and turn to their immediate right. Parents will enter the playground area and proceed to the side door. Staff will greet them at the door and do a temperature check. Parents will complete the Daily Assessment Form, located on the table at the door. Children will enter the centre and be assisted to their cubbies by the child care staff. Pick-up will occur at the same location. Parents should ring the bell if staff are out of the area, except during nap/quiet time. If you arrive at nap/quiet time, please call the centre to alert them that you are there.

Fairhaven - Over 3 Program:

Parents will enter through the main gate to the centre and turn to their immediate left. Parents will enter the playground area and proceed to the side door. Staff will greet them at the door and do the temperature check. Parents will complete the Daily Health Check Form, which will be located on the table at the door. Children will enter the centre and be assisted to their cubbies by the child care staff. Pick-up will occur at the same location. Parents should ring the bell if staff are out of the area, except during nap/quiet time. If you arrive at nap/quiet time, please call the centre to alert them that you are there.

Please note: With these changes to our drop-off and pick-up areas, we will be keeping the front door to the centre locked. As physical distancing may be hard to do during peak drop-off and pick-up times, parents must wear a mask at these times.

South Slope:

The drop-off and pick-up area will be from the Yard door (door at the back of the room that exits directly to the outside). Parents may not go through the school to drop off or pick up their children. There is signage on the door to remind parents to physically distance and to wear a mask while dropping off and picking up their children. Staff will check the child's temperature, and parents will complete the Daily Health Check Form prior to the child entering the centre.

Variety Cariboo:

Drop off and pick up is at the main entrance. The door is always locked.

Arrival – Families must phone upon arrival and staff will open the door (wearing gloves), prop the door open using the doorstop, and one family member will enter when staff have moved to a safe distance. A long table is set up with a sign-in sheet, Daily Health Check Form, sanitizer, and clean pens. Family member will complete the form. The child will go over to the staff to have their temperature taken. Staff will share the reading with the parent, who then notes the temperature on the Form. In the event a child is distressed about having their temperature taken, the parent will wear a glove and take the child's temperature. The parent will give the child their belongings and the child will take their belongings to their cubby.

Pick-up – The parent must phone the centre to let staff know they have arrived. The child will collect their belongings and staff will take the child to the front door. Staff will unlock the door (wearing gloves) and use a stopper to keep the door open. The parent will sign the child out and staff will close and lock the door behind them.

Parents are reminded to practice physical distancing while waiting to drop off or pick up their child, and to wear a mask at all times. At this time, up to four parents can wait at the building. Other parents are encouraged to wait in their vehicles until the line decreases.

Cleaning and Sanitization

BACI has cleaners who come in twice a week (mid-week and on weekends) to do a professional clean. In addition, an extra deep clean is performed every second Saturday. On a daily basis, staff clean the centres 4 times daily and additionally as needed. This cleaning involves all frequently touched surfaces, including toys. Frequently touched surfaces are cleaned with Lemon Guard or Benefect. Toys are cleaned with soap and water and then sanitized with either Benefect or a 1:9 Bleach and water solution.

All dishware and utensils will be cleaned in the dishwasher on the *Sanitize* cycle. At snack and meal times, staff will wash their hands and then place the utensils and dishware out for each child. If children are using cups provided by the child care centre, rather than their own water bottle, staff will wash their hands and then hand out a clean cup to the child. At the end of snack time, staff will wear gloves and place all used utensils and dishware into the dirty basket and place them into the dishwasher. Children will store their water bottles, when not being used, separately in their cubbies or in a hanging organizer in their assigned space (the bottles cannot touch each other). The centres will no longer allow storage of personal water bottles in a shared basket.

Appendixes

In the following pages, please find:

- The COVID-19 Daily Assessment Form for BACI Children's Services;
- An information sheet from the Ministry of Health/CDC that may be of interest to families at our centres;
- Answers to some frequently asked questions.



DAILY HEALTH CHECK FORM

BACI Children's Services

The following Daily Health Check is for children and their families to determine if the child is able to attend one of BACI's child care centres that day.

Daily Health Check			
Child care centre:		Child's Name:	
1. Symptoms	Does the child have <u>one or more</u> of the following symptoms: Shortness of breath, Cough or sore throat, Loss or change of sense of smell or taste, Headache or body aches, Extreme fatigue or tiredness, Runny nose, stuffy nose or sneezing, Loss of appetite	CIRCLE ONE	
		YES	NO
2. Symptoms	Fever higher than 38C, Nausea, vomiting or diarrhea	YES	NO
3. International Travel	Has your child or anyone in your home returned from travel outside of Canada?	YES	NO
4. Confirmed contact	Are you or anyone in your household a confirmed contact of a person who has COVID-19?	YES	NO
5. Isolation	Has your child been directed to isolate?	YES	NO

If the child answers "YES" to one or more of the Symptoms in Question 1, the child may not attend the child care centre that day. They can return to the centre when symptom free for 24 hours, without the use of medication. Contact a health care provider or 8-1-1 about the child's symptoms and next steps.

If the child answers "YES" to one or more of the Symptoms in Question 2, the child may not attend the child care centre that day. They can return to the centre when symptom free for 48 hours, without the use of medication. Contact a health care provider or 8-1-1 about the child's symptoms and next steps.

If the child answers "YES" to Question 3, they must comply with current Government of Canada Travel Guidelines.

If the child answers "YES" to Question 4, the child can attend the child care centre as long as they are symptom free, without the use of medication. Must self-monitor, as directed by Provincial Health.

If the child answers "YES" to Question 5, the child may not attend the child care centre until the end of the isolation period, provided they are symptom free, without the use of medication.

When a **COVID-19 test** is recommended by the online BC COVID-19 Self-Assessment Tool:

- If the COVID-19 **test is positive**, the child must stay home for 5 days and can return when symptom free, without the use of medication. Please inform the child care supervisor of a positive test and the date the symptoms started.
- If the COVID-19 **test is negative**, the child can return to the centre once they are symptom free (without the use of medication) for either 24 or 48 hours, depending on the symptom (see table on p. 4 of BACI's Child Care COVID-19 Procedures).
- If a COVID-19 **test is recommended but you choose for your child not to be tested**, or you do not seek a health assessment when recommended and your child's symptoms are not related to a previously diagnosed health condition, the child can return to the centre after 5 days and when symptom free, without the use of medication.

Please ensure you are also familiar with BACI's regular Illness Policies in the Children's Family Handbook.

Parent/Guardian signature: _____

Date: _____

Please note: We continue to have a ZERO tolerance for cold or flu symptoms.

If you answered yes to any one of these symptoms, you will not be allowed to enter the centre and can return once you have been symptom free for 24 or 48 hours, without the use of medication (see table on p. 4 of BACI's Child Care COVID-19 Procedures). If symptoms worsen call 811.

If you answered yes to two or more symptoms, you will not be allowed to enter the centre and it is recommended you call 811 for further direction.

Also note that we will be checking each child's temperature each day when they first arrive at the centre (using a "no touch" forehead thermometer).

Appendix A: Summary of Child Care Setting Control Measures

1. STAY HOME WHEN SICK
Staff or children with new symptoms of illness should stay home.
Staff or children who develop symptoms in a child care setting should go home.

2. HAND HYGIENE
Clean hands more often.
Thorough hand washing with plain soap and water for at least 20 seconds helps prevent the spread of illness.

3. RESPIRATORY AND PERSONAL HYGIENE
Cover coughs.
Sneeze into elbows.
Don't share food, drinks, or personal items.

4. PHYSICAL DISTANCING
Minimize close, face-to-face interactions between staff.
Minimize physical contact between staff and children.
Spread children and staff out to different areas when possible.
Take children outside more often.
Incorporate individual activities.

5. CLEANING AND DISINFECTION
General cleaning of the premises should occur at least once a day.
Cleaning and disinfecting of frequently touched surfaces should occur at least twice a day.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



FREQUENTLY ASKED QUESTIONS

Are staff and other adults required to wear masks in the child care centre?

- Masks provide an additional layer of protection against transmission. Therefore, our centres require staff and all other adults to wear masks when they are inside the centre, and also outside the centres when physical distancing is not possible.
- Mask use is not a substitute for other measures such as distancing and handwashing.
- If a child becomes ill during the course of the day, the staff caring for the child must wear PPE's and the child (if over 2 years) will be encouraged to wear a mask until the child is picked up.
- To help protect staff and children, family members must wear a mask when dropping off and picking up their child, as physical distancing may not be possible. Families are not permitted to enter the child care centre at this time.
- Where we have adults that may need to enter our child care centre, such as for necessary repairs or deliveries, licensing officers, etc., we have procedures in place. Masks must be worn by any adults entering our centres and, whenever possible, we encourage people to attend the centre after hours.
- School age children are required to wear masks while indoors.

What happens if a staff member has tested positive for COVID 19?

- In the event a staff member tests positive for COVID-19, the program supervisor will follow all reporting procedures.
- In addition to our regular diligent cleaning schedule, we will ensure we add an additional deep clean, provided by professional cleaners.
- We will continue to be diligent with children and staff Daily Health Checks.
- Notification to staff and families will occur, ensuring personal privacy rights are maintained.

What will Provincial Health do?

- Provincial Health is providing minimal direction at this time.